

Public School Open Enrollment Technical Assistance Workshops

Calculating Special Education Tuition for Open Enrolled Students

**Wisconsin Dept. of Public Instruction
Spring 2000**

Open Enrollment Tuition for Children Receiving Special Education

- Can be either:
 - Tuition calculated according to sec. 121.83 (using the state tuition worksheet)
 - or
 - An amount agreed to by the two school districts

Calculating Special Education Tuition

*With Grateful Thanks to
James McIntosh
DPI School Finance Consultant*

TUITION CONCEPTS

- #1 Students are somewhere all day
- #2 Teachers are somewhere all day

*Students cannot be somewhere
more than all day!!*

What is Tuition For?

- To replace the revenue lost because the student is not a resident.
- What is being lost is “Shared Cost”
- Make the student a quasi “resident”

Tuition is not intended to make a profit for the nonresident school district.

What Does Regular Tuition Consist Of?

- Instruction - 100 000 000
- Interfund Payment to Fund 27
- General fund fixed cost

- These total up to SHARED COST

Special Education Tuition

- Special Ed instruction
- Supplemental Costs
- Fund 27 Fixed Cost
- Fund 27 Deductions (minus)
- Fund 10 Fixed Cost

Special Education Instruction

- 150 000 000 Function
- Plus or minus lines
- “General” aides - aides assigned to the program not specific students 159 100 000

Supplemental Costs

- Instruction, etc. from other functions
- Benefits all students in the program
- Example, physical education

Fund 27 Fixed Costs

- Costs that all in Special Education should pay
- Fund 27 Guidance, social work, general transportation, supervision

Fund 27 Deductions

- Transits of aids
- Payment for Services - State
- Handicapped Aid

Fund 10 Fixed Costs

- Fund 10 Shared Costs minus Instructions 10E 100 000 000 and interfund payment to 27

Special Ed Summary

- +Instruction Cost
- +Fund 27 Fixed Cost
- +Fund 10 Fixed Cost- Fund 27
- -Deductions

EXAMPLE:

- Exp. 157 000 000 \$46.29 per day

Other Special Ed Cost?

- In addition to program cost individual students may be charged additional costs.
- Examples - Transportation, Aide

What if not full time?

- Student in this Program 50%
- Other 50% Mainstreamed
- Calculation
- $\$46.29 * .50 = 23.15$ Fund 27
- $+\$39.87 * .50 = 19.94$ Fund 10
- $+\$28.09 * 1.00 = \underline{28.09}$ Aide, etc
- Total $\$ 71.18$ Per day

Calculating Tuition

Sources of information

- Annual report*
- Budget report*
- Membership Report
- Special Education Financial Report
- Other District Records

**When calculating open enrollment tuition estimates, use budget report instead of annual report for financial data.*

What do we need to know about the district?

- Financial information
- Days of Membership and Attendance for All Students in District and for Individual Student
- Special education cost information

What do we need to know about the student?

- In what special education program(s) is the student enrolled?
- Is the student mainstreamed all or part of the day?
 - If yes, what percent of time does the student spend in special education and in regular education?
- Is the student transported via regular transportation at school district cost?

- Does the student receive any related services such as occupational or physical therapy, speech/language therapy, special transportation, etc?
- Is a special education aide assigned specifically to the student for part or all of the day?

Step 1

Calculate Net Cost of the General
& Debt Service Funds

Total Expenditures & Revenues

	TOTAL EXPENDITURES		
1	General Fund Expenditures 10E 000 000 000	AR	\$6,922,746
2	Debt Service Expenditures 30E 000 000 000	AR	\$858,460
3	Total Expenditures (Line 1 + Line 2)		\$7,781,206
	TOTAL REVENUES		
4	General Fund Revenues 10R 000 000 000	AR	\$6,932,417
5	Debt Service Revenue 30R 000 000 000	AR	\$283,602
6	Total Revenues (Line 4 + Line 5)		\$7,216,019

The purpose of tuition is to recover state and local revenues that the district does not collect for nonresident students. This amount is determined by netting out costs of services and offsetting revenues.

Local Offsetting Revenues

	LOCAL OFFSETTING REVENUES		
7	Property Tax - GF - 10R 000 000 210	AR	\$1,293,202
8	Property Tax - DSF - 30R 000 000 210	AR	\$282,153
9	Payment in Lieu of Tax - DSF - 30R 000 000 220	AR	\$0
10	State Aid - GF - 10R 000 000 620	AR	\$5,074,159
11	Total Local Offsetting Revenue (Sum Lines 7 to 10)		\$6,649,514

Local offsetting revenue must be recovered because it is not generated by nonresident students.

Non-local Offsetting Revenue

	NON-LOCAL OFFSETTING REVENUE		
12	Pymt for Svcs. - Local - 10R 000 000 240	AR	\$0
13	Pymt for Educ Svcs - Local 10R 000 000 340	AR	\$0
14	Pym for Svcs outside Wis - 10R 000 000 440	AR	\$0
15	Pymt for Svcs intermed agcy- 10R 000 000 540	AR	\$0
16	Integration Aid - 10R 000 000 614 & 616	AR	\$0
17	Pymt for Svcs - State - 10R 000 000 640	AR	\$0
18	Federal Impact Aid - 10R 000 000 640	AR	\$0
19	Other Finance Srcs - Debt Svc - 30R 000 000 800	AR	\$0
20	Total Non-Local Offsetting Revenue (Sum Lines 12 to 19)		\$0

Special Offsets

21	Reorg. Settlement Exp. 10E 490 000 950	AR	\$0
22	Residual Equity Trans In - 10E 490 000 972	AR	\$0
23	Refinancing 30E 282 000 000	AR	\$594,720
24	Operational Debt 30E 283 000 000	AR	\$0
25	Reog. Settlement Rev. 10R 000 000 830	AR	\$0
26	Non-Aidable Rev - 10R 000 000 972	AR	\$0
27	Net Special Offsets (Lines 21+22+23+24-25-26)		\$594,720

Special offsets are atypical expenditures or revenues that have an effect on overall funds available to pay instructional costs. When they occur, they must be reflected in the cost per student.

Net Cost

	NET COST	
11	Total Local Offsetting Revenue	\$6,649,514
20	Total Non-Local Revenue	\$0
27	Net Special Offsets	\$594,720
28	Applicable Cost (Line 11+20-27)	\$6,054,794
6	Total Revenues	\$7,216,019
3	Total Expenditures	\$7,781,206
29	Adj. For Fund Balance (may be negative)	\$565,187
30	Net Cost (Line 28 - Line 29)	\$6,619,981

This amount is a net of revenues that can be applied to tuition costs minus those that cannot.

If the district used FB to pay costs, it can be recovered. If the district increased fund balance, the amount of the increase must be subtracted.

Step 2

Calculate Aggregate Days of
Membership

Days of Membership

This is a critical calculation. It is the aggregate of FTE days of membership of all students.

	DAYS OF MEMBERSHIP CALCULATION		
31	Total Days of Res. Membership - PCW 420 036 001	AR	165,841
32	Total Days of Nonres. Membership - PCW 420 036 002	AR	179
33	Summer Sch. Res. FTE - PCW 410 010 001	FMR	0
34	Equivalent Days of SS Membership FTE (Line 33 x 180)		0
35	Summer Sch. Nonres. FTE - PCW 410 010 001	FMR	0
36	Equivalent Days of SS Membership FTE (Line 35 x 180)		0
37	Aggregate Number of Pupil Days (Lines 31+32+34+36)		166,020

Enter the aggregate (total) days of membership. For example, if the district had two students and one was a member for 120 days and the other for 39 days, the total days of membership is 159.

These lines are the ADM numbers reported to DPI for summer school residents & nonresidents.

Step 3

Calculate Regular Transportation Cost

Transportation Cost

Do not include special education transportation here. Special education transportation is typically an allocable cost.

TRANSPORTATION CALCULATION			
38	Reg Transp. Exp. - 10E 256 000 000	AR	\$367,207
39	Reg. Transp. Aid - 10R 000 000 612	AR	\$23,794
40	Net Transportation Cost (Line 38 - 39)		\$343,413
37	Aggregate Number of Pupil Days		166.020
41	Regular Transportation Cost/Member/Day		\$2.07

This is the total expenditures in transportation in the general fund only.

Use only general fund transportation revenue on this line.

If the district did not provide general transportation to the tuition student this amount will be subtracted from the total charged on later forms.

Step 4

Calculate General Tuition,
General Aid and General Fixed
Cost Per Member Per Day

Tuition Per Member Per Day

30	Net Cost	\$6,619,981
37	Aggregate Number of Pupil Days	166,020
42	Tuition/Member/Day, Including Transportation	\$39.87

This amount is the cost per day for regular (non-special education) tuition. It includes general transportation and general aid per day. If general transportation was not provided it will be subtracted out.

General Aid Per Member Per Day

10	State Aid General Fund - 10R 000 000 620	\$5,074,159
37	Aggregate Number of Pupil Days	166020
43	General Aid/Member/Day (Line 10/Line 37)	30.56

This is the amount of general state aid received per member per day. If the district counted the student for membership, this amount will be subtracted so that it is not collected again from the tuition payer.

THIS IS NOT APPLICABLE TO OPEN
ENROLLMENT

Instructional Costs Per Member Per Day

37	Aggregate Number of Pupil Days		166,020
44	Total Instructional Cost - GF - 10E 100 000 000	AR	\$3,836,489
45	Interfund Transfer to Fund 27 - 10E 410 000 827	AR	\$647,646
46	General Instruction Cost/Member/Day (Lines (44+45)/Line 37)		\$27.01

This is the total cost of regular instruction. If the student is a special education student the regular education amount is subtracted and the cost of special education instruction is added in its place.

Fixed Cost Per Member Per Day

42	Tuition/Member/Day, Including Transportation	\$39.87
46	General Instruction Cost/Member/Day	\$27.01
47	General Fixed Operational Cost/Member/Day (Line 42 - Line 46)	\$12.86

Fixed costs are those costs to the general and debt service funds after instruction has been removed. These are costs for such things as heat, light, general administration, etc. These costs are paid by everyone whether regular or special education.

Step 5

Calculate Special Education Costs

- Fund 27 Fixed Costs & Deductions
- Special Education Program Costs
- Special Allocable Costs

Fund 27 Fixed Cost Allocation

	FUND 27 FIXED COST ALLOCATION		
48	Social Work - 27E 202 000 000, 011 & 019	SER	\$0
49	Guidance - 27E 213 000 000 & 019	SER	\$0
50	Health - 27E 214 000 000 & 019	SER	\$0
51	Psychological Services 27E 215 000 000, 011 & 019	SER	\$49,787
52	Special Educ. Supervision - 27E 223 300 000, 011 & 019	SER	\$0
53	Total Fixed Fund 27 Cost (Sum of Lines 48 to 52)		\$49,787

Costs in this group are costs to special education apart from instruction and represents costs to be shared by all special education students.

Fund 27 General Deductions Calculation

	FUND 27 GENERAL DEDUCTIONS CALCULATION		
54	Transit of Aids - State - 20R 000 000 316	AR	\$0
55	Transit of Aids - Federal - 20R 000 000 317	AR	\$0
56	Transit of Aids - State - Intermediate - 20R 000 000 516	AR	\$0
57	Transit of Aids - Federal - Intermediate - 20R 000 000 517	AR	\$0
58	Handicapped Aid - 20R 000 000 611	AR	\$43,616
59	Payment for Services - State Tuition - 20R 000 000 640	AR	\$0
60	Total Deductions (Sum Lines 54 to 59)		\$43,616

Revenues in this section are received by the district regardless of whether the student is resident or nonresident. They are used to reduce the cost of delivery of service.

Fund 27 Fixed Cost and Deductions Per Member Per Day

	FIXED COST & DEDUCTIONS / MEMBER / DAY		
53	Total Fixed Fund 27 Cost		\$49,787
60	Total Fund 27 Deductions		\$43,616
	Aggregate Days of Membership of All Spec. Educ.		
61	Members - All Programs	Dist.	16,584
62	Fund 27 Fixed Cost / Member / Day (Line 53 / Line 61)		\$3.00
63	Fund 27 Deductions / Member / Day (Line 60 / Line 61)		\$2.63

The aggregate student days of membership in all special education programs. It is used to determine fixed costs in special education and special education aided deductions.

Special Education Program Cost

	SPECIAL EDUCATION PROGRAM COST		
64	Function Number of Program of Spec Educ Instruction	SER	157 000 000
65	Aggregate Days of Membership for all Members in the Above Function	Dist.	1,800
66	Total Program Cost - Object 011 & 019	SER	\$58,000
67	Cost of Program Aides Outside this Function	SER	\$0
	(Select from 27E 159 100 000)		
67a	Cost of Short Term Subs Outside this Function	SER	\$0
	(Select from 27E 159 200 000)		
68	Cost from Other Functions Supplemental to This Function	SER	\$1,500
69	Deductible Cost (ex. Tuition paid to other districts, this function)	Dist.	\$0
70	Total Instruction Costs (Lines 66+67+67a+68-69)		\$59,500
71	Instruction Cost/Member/Day (Line 70 / Line 65)		\$33.06
72	Fixed Cost Fund 27 / student / day (Line 62)		\$3.00
73	Deductions Fund 27 / student / day (Line 63)		\$2.63
74	Fixed Cost Fund 10 / student / day (Line 47)		\$12.86
75	Tuition Cost / student / day -This Function - Lines 71+72+73+74		\$46.29

Special Education Instruction Program

If student is in more than one special education instructional program, this section must be calculated for each program.

- **Function Number of Program of Special Education Instruction:**
 - *Examples of instructional programs are LD, ED, etc.*
 - *OT, PT, speech are not instructional programs. Such programs are special allocable costs.*
- **ADM of All Members in the Above Function**
 - *Total days of membership of all students in this instructional program.*
- **Total Program Cost**
 - *Enter the total cost of this instructional program using the special education report.*

Cost of Program Aides

- Program aides outside this function
 - These are program aides who serve the entire program. Aides for individual students are included in “allocable cost” not program cost.
 - Accounted for in the 159 function, not in the individual program function.
- Short term subs outside this function
 - Similar to program aides

Deductible Cost - this function

- Tuition paid to other school districts for this function

Special Education Program Cost

	SPECIAL EDUCATION PROGRAM COST		
64	Function Number of Program of Spec Educ Instruction	SER	157 000 000
65	Aggregate Days of Membership for all Members in the Above Function	Dist.	1,800
66	Total Program Cost - Object 011 & 019	SER	\$58,000
67	Cost of Program Aides Outside this Function	SER	\$0
	(Select from 27E 159 100 000)		
67a	Cost of Short Term Subs Outside this Function	SER	\$0
	(Select from 27E 159 200 000)		
68	Cost from Other Functions Supplemental to This Function	SER	\$1,500
69	Deductible Cost (ex. Tuition paid to other districts, this function)	Dist.	\$0
70	Total Instruction Costs (Lines 66+67+67a+68-69)		\$59,500
71	Instruction Cost/Member/Day (Line 70 / Line 65)		\$33.06
72	Fixed Cost Fund 27 / student / day (Line 62)		\$3.00
73	Deductions Fund 27 / student / day (Line 63)		\$2.63
74	Fixed Cost Fund 10 / student / day (Line 47)		\$12.86
75	Tuition Cost / student / day -This Function - Lines 71+72+73+74		\$46.29

Special Allocable Costs

- Special Allocable Costs are costs assigned to a particular student. These costs are not part of the instructional costs charged to all students in this function.
- Special Allocable costs are calculated separately and added to the billing invoice.
- If this tuition calculation is for an individual student (i.e. an open enrolled student) you may continue on with lines 76 through 85.

- It is necessary to determine the actual allocable cost for a student by some reasonable means.
 - For example, if the student receives a service that is billed hourly, the total cost for the student is the total hours x the hourly rate.
 - If the student receives a service (such as speech/language) from a school district employee who provides these services to a number of students, the total cost for the service should be prorated among the students using a reasonable criterion for the proration.

Special Allocable Costs

76	Days Student was Enrolled (FTE)	SER	178
77	Full Cost Occupational Therapy, this student - 27E 218 100 000, 011, 019	SER	\$0
78	Full Cost Physical Therapy, this student - 27E 218 200 000, 011, 019	SER	\$0
79	Full Cost of Individual Aid, this student - 27E 159 100 000, 011, 019	SER	\$0
80	Full Cost of Special Transportation, this student, 27E 256 000 000, 011, 019	SER	\$2,500
81	Full Cost Speech/Language, this student - 27E 156 600 000, 011, 019	SER	\$2,500
82	Full Cost of Visually-Impaired Services, this student - 27E 156 700, 100, 019	SER	\$0
83	Full Cost of Other Services, this student (ex. Interpreter) - 27E ???	SER	\$0
84	Total Cost of Allocable Services, this student (Sum lines 77 to 83)	SER	\$5,000
85	Allocable Cost/Student/Day (Line 84 / Line 76)		\$28.09

Step 6

Calculate Total Tuition for This Student

Quick Summary

	QUICK SUMMARY OF STUDENT COSTS	
86	Student Name	Joseph Brown
87	Fund 27 Program Cost/Student (Line 75)	\$46.29
88	Percent of Student's Total Program in this Function	50.00%
89	Prorated Cost per Student per Day, this Function (Line 87 x Line 88)	\$23.15
90	General Tuition (Mainstream) per Student per Day (Line 42)	\$39.87
91	Percent of Student's Total Program in this Function	50.00%
92	Prorated General Tuition (Mainstream) per Student/Day (Line 90 x Line 91)	\$19.94
93	General & Prorated Tuition per Day (Line 92 + Line 89)	\$43.09
94	General Transportation per Day (Line 41) - Enter if transportation NOT provided at district expense	\$2.07
95	General Aid per Day (Line 43) - Enter if student WAS counted for membership)	\$0.00
96	Adjusted Total Tuition Cost Per Day (Line 93 - Line 94 - Line 95)	\$41.02
97	Allocable Cost Per Student Per Day (Line 85)	\$28.09
98	Total Tuition & Allocable Cost per Student per Day, this student	\$69.11
99	ADM this student was enrolled (Line 76)	178
100	Total Tuition for This Student (Line 98 x Line 99)	\$12,301.58

Step 7

Prepare Claim & Invoice

Send Estimate or Claim

- Use claim form that accompanies worksheet.
 - Note: the claim form does not currently have space for special allocable costs--recommend adding separate sheet or adding allocable costs to bottom.
- Use invoice that accompanies worksheet.
 - Summarizes all claim forms plus adds allocable costs.

Calculation of “Other Amounts”

Resident and nonresident school districts may agree to “another amount” instead of tuition

Other amount...

- There are no statutory or rule requirements for the “other amount” that may be agreed to. Any amount agreed to by the two school districts is permitted under the statutes.

...Other amount

- No report is filed with the DPI as to what this agreement is.
- However, it is recommended that the agreement be in writing and specify the method of computing the other amount, so that there are no misunderstandings and so the agreement can be the basis for agreements in the following years.

Example of “Other Amount”

- **Open Enrollment Transfer Amount**
 - Some nonresident school districts have agreed to accept only the OE regular education tuition transfer amount. This might occur when the student fills an empty seat in an existing class or program with no identifiable additional costs.

Example of “Other Amount”

- Open Enrollment Cost + Allocable Cost
For students receiving specific services such as speech/language services, the amount might be the regular education OE transfer amount (\$4,689 for 1999-2000) plus an appropriate amount for the speech/language services.

	OPEN ENROLLMENT COST + ALLOCABLE COST	
A	Open Enrollment Transfer Amount	\$4,689
B	Allocable Cost for this student, Per Day (Line 85)	\$28.09
C	Days Student was Enrolled (Line 76)	178
D	Total Allocable Cost for this Student	\$5,000
E	Total "Other Amount" (Line A + Line D)	\$9,689

The student in the example had speech/language and special transportation as “special allocable costs”

Example of “Other Amount”

- Instruction and Support Costs Only
 - A nonresident school district may calculate an amount that includes only instructional costs plus instructional support, pupil support and co-curricular costs; excluding fixed costs such as maintenance, district and building administration, debt service, etc.

	INSTRUCTION & SUPPORT COSTS ONLY	
A	Fund 27 Program Cost Per Student Per Day (Line 71)	\$33.06
B	Percent of Student's Total Program in this Function	50.00%
C	Prorated Special Education Tuition Cost/Day (Line A x Line B)	\$16.53
D	General Tuition (Mainstream) Per Student Per Day (Line 42)	\$39.87
E	Percent of Student's Total Program in this Function	50.00%
F	Prorated General Tuition (Mainstream) Per Student Per Day (Line D x Line E)	\$19.94
H	Allocable Cost Per Student Per Day	28.09
I	Total Tuition Per Student Per Day (Line C + Line F + Line H)	\$64.56
J	Days Student Was Enrolled	178
K	Total "Other Amount" for This Student (Line I x Line J)	\$11,491

Variation

	INSTRUCTION & SUPPORT COSTS ONLY - VARIATION	
A	Fund 27 Program Cost Per Student Per Day (Line 71)	\$33.06
B	Percent of Student's Total Program in this Function	50.00%
C	Prorated Special Education Tuition Cost/Day (Line A x Line B)	\$16.53
D	Open Enrollment Transfer Amount Per Day (\$4,689 / 180)	\$26.05
E	Percent of Student's Total Program in this Function	50.00%
F	Prorated General Tuition (Mainstream) Per Student Per Day (Line D x Line E)	\$13.03
H	Allocable Cost Per Student Per Day (Line 85)	28.09
I	Total Tuition Per Student Per Day (Line C + Line F + Line H)	\$57.65
J	Days Student Was Enrolled	178
K	Total "Other Amount" for This Student (Line I x Line J)	\$10,261

Send Estimate or Bill

- Estimate should describe method used to calculate the “other amount”; should include the individual items in the calculation and should include the total.
- Should specify whether the estimate is the final agreed upon amount or whether it will be recalculated at end of year.
- Should specify payment plan.

Example of “Other Amount”

- If student is not mainstreamed, use all or a portion of special education program cost; ignore fund 10 “fixed cost”
 - Ignore lines 1 to 63 on worksheet. Begin calculation on line 64.
 - Variation - use only special education instruction (lines 64 to 70 and 75) and special allocable cost (lines 76 to 85)

Mary Jo Cleaver
Public School Open Enrollment Consultant
Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
608-267-9101 or toll free at 888-245-2732
e-mail: maryjo.cleaver@dpi.state.wi.us